

Reasons why an employee can leave the Workplace Parking Charge Scheme during the 12 month period

Signing up for workplace parking is for a 12 month period. However there are a limited number of circumstances where an individual may be permitted to drop out of the scheme.

These are assessed on an individual case by case basis, however for illustrative purposes, some examples are provided below that **may** be considered:

Personal reasons:

- Severe illness of either the colleague or a family member
- Having to reduce working hours or pay (enforced by employer)
- Pregnancy and/or maternity leave of colleague/partner
- Birth of child (occurring after colleague joined the scheme)
- Unplanned / unexpected childcare costs
- Job loss of colleague's partner, marriage or divorce
- Transfer to another school where public transport is more convenient

Action by the employer:

- Increases to the workplace parking charge rate
- Closing of the school car park due to building work
- The Council moving an employee's work location e.g. where car parking no longer available/applicable
- Due to a restructure, the employee is transferred into temporary/fixed term contract of less than 12 months, e.g. temporary redeployment opportunity
- Due to a change in role, (enforced by employer) the employee's salary falls below the National Minimum Wage if they continue to be in the scheme

Upon leaving the Workplace Parking Charge scheme, the permit must be returned to the WPC team at Loxley House.